

Program Analyst, Office of the State Comptroller, Audit Division

Description:

The New Jersey Office of the State Comptroller (OSC) is an independent office created to bring greater efficiency and transparency to the operation of all levels of New Jersey government. The Program Analysts are a part of the OSC Audit Division which is responsible for conducting research, analyzing data and engaging in performance audits or evaluations of state agencies, local governments and school districts. Program Analysts will identify programs or operational areas of high risk for inefficiency and/or need for improvement and compose and edit technical reports concerning the results of audits or evaluations.

Responsibilities:

- Assist with audit planning and risk assessments.
- Collect and document data related to entities' performance through reviews of files, records, documents, interviews, surveys, and statistical analysis.
- Initiate and develop work plans detailing data, metadata, and methodology necessary to evaluate the activities of government units.
- Conduct data quality assurance procedures.
- Collaborate with members of the Audit Division to compile and analyze data collected to evaluate program efficiency, economy, and effectiveness.
- Identify control weaknesses and develop recommendations to address those weaknesses.
- Write sections of reports presenting the conclusions of the evaluations.

Requirements:

- Completion of a Master's degree program in public policy, public administration, economics or other related areas.
- Additional years of work experience may be substituted for graduate education.
- Three or more years of experience researching fiscal- and performance-related information of public entities or programs.
- Ability to work with minimal supervision and exercise judgment and initiative.
- Knowledge of spreadsheet, word processing, database, and statistical and GIS mapping software.
- Experience interpreting qualitative and quantitative data, including fiscal documents, through statistical analyses.
- Excellent research and communication skills (written and verbal).
- Prior State agency or local government work experience a plus

Salary Range: \$69,683 - \$99,301

Interested candidates should submit a letter of application, resume and at least three references to:

Elissa Westbrook Smith
Chief of Staff
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625

Email: careers@osc.nj.gov

NOTE:

Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.